

# Activating Your E-HUB Online Services in MVLS

<http://www.licensing.microsoft.com>

### Activation Process

- ✓ Customer logs in to MVLS
- ✓ Select Online Service to be activated
- ✓ Select 'new' or 'renewing' service
- ✓ Enter contact information
- ✓ Enter Mail Server / Domain Information
- ✓ Review Information
- ✓ Submit Activation
- ✓ Receive Confirmation Email

### Required Information

- Volume Licensing agreement (enrollment) number
- Domain Name(s)
- Public Inbound IP Address(es)
- Public Outbound IP Address(es)

Log in to MVLS and select '*Online Services Administration*'.

Microsoft Volume Licensing Services - Windows Internet Explorer

https://licensing.microsoft.com/eLicense/L1033/Default.asp

Microsoft Volume Licensing Services

All Products | Support | Search | microsoft.com Guide

**Microsoft** | Volume Licensing

Licensing Home | Site Map | Licensing Worldwide |

Search Volume Licensing

**Resources**

- Agreements
- Request Agreement Access
- My Profile
- Licensing Information

**Administration**

- MSDN Subscriptions Benefits
- Online Services Administration
- Site Administration

**Help**

- MVLS User Guide
- How To Use This Site
- Program Information
- Support/Feedback

**Related Sites**

- Product Licensing Web
- Microsoft eOpen
- Fulfillment Guide
- Supporting Documents for Licensing Contracts
- Microsoft MapPoint Web Service
- MSN Encarta Premium

**Welcome to Microsoft Volume License Services (MVLS)**

Managing your licensing and accounts online!

**Agreements:** View your agreements, licenses, purchase order and volume keys.

**Online Services:** View your active Online Services.

**Request Access:** Get access to agreements from your organization's licensing administrator.

**Software Assurance**

[Learn more](#)

**If you are an Administrator**

[MSDN Subscriptions Benefits](#) - Administer MSDN Subscriptions Benefits within your organization.

**Licensing Highlights**

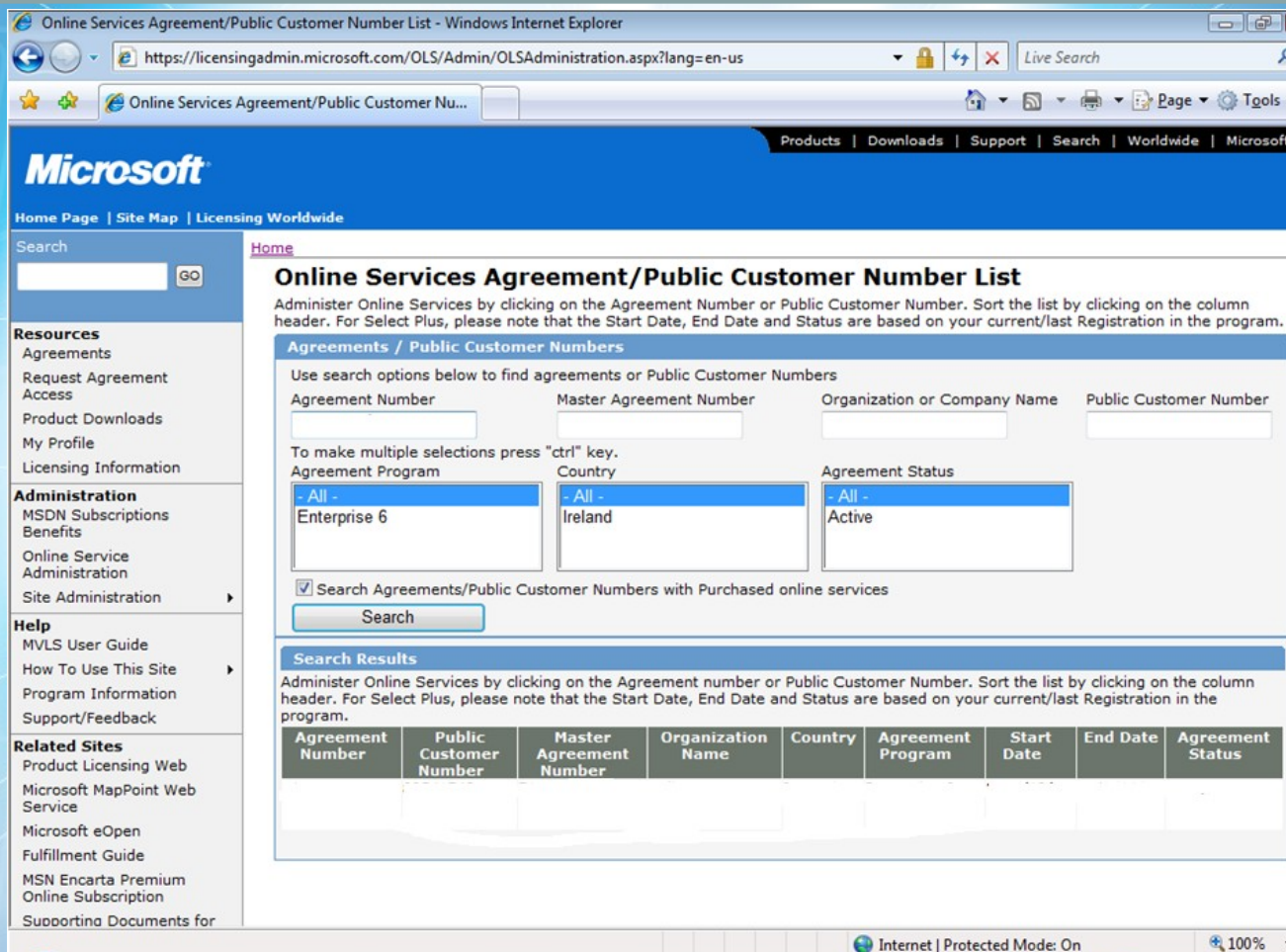
[Email or Phone our Support Center](#)

Please contact our support center for questions on the Microsoft Volume Licensing Site or administering Software Assurance benefits.

Internet | Protected Mode: On 100%



Enter Volume Licensing agreement (*enrollment*) number in the search field and click '*Search*'. After search results are returned, click on the '*Agreement Number*' that is returned in the search results.



Online Services Agreement/Public Customer Number List - Windows Internet Explorer

https://licensingadmin.microsoft.com/OLS/Admin/OLSAAdministration.aspx?lang=en-us

Live Search

Online Services Agreement/Public Customer Nu...

Products | Downloads | Support | Search | Worldwide | Microsoft

**Microsoft**

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Search

GO

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- Fulfillment Guide
- MSN Encarta Premium
- Online Subscription
- Supporting Documents for

**Online Services Agreement/Public Customer Number List**

Administer Online Services by clicking on the Agreement Number or Public Customer Number. Sort the list by clicking on the column header. For Select Plus, please note that the Start Date, End Date and Status are based on your current/last Registration in the program.

**Agreements / Public Customer Numbers**

Use search options below to find agreements or Public Customer Numbers

Agreement Number    Master Agreement Number    Organization or Company Name    Public Customer Number

To make multiple selections press "ctrl" key.

Agreement Program    Country    Agreement Status

- All -    - All -    - All -

Enterprise 6    Ireland    Active

☒ Search Agreements/Public Customer Numbers with Purchased online services

Search

**Search Results**

Administer Online Services by clicking on the Agreement number or Public Customer Number. Sort the list by clicking on the column header. For Select Plus, please note that the Start Date, End Date and Status are based on your current/last Registration in the program.

Agreement Number	Public Customer Number	Master Agreement Number	Organization Name	Country	Agreement Program	Start Date	End Date	Agreement Status

Internet | Protected Mode: On    100%





Select the '*No*' radio button since this is a new activation. Click '*Continue Activation*'.

Activate Online Service - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEF

Activate Online Service

**Activate Online Service**

Agreement Number:  Agreement Start Date: 2009-07-16  
 Agreement Status: Active Agreement End Date: 2012-07-31  
 Program: Open Value  
 Online Service Name: Forefront Online Security for Exchange

**Online Service Details**

Online Service Item	Eligible Quantity	Unit
Forefront Online Security for Exchange - Users	25	Users

PLEASE NOTE THE FOLLOWING REQUIREMENTS:

- 1) Microsoft® Exchange Hosted Encryption, Microsoft® Exchange Hosted Archive and Microsoft® Exchange Hosted Continuity require the Forefront Online Security for Exchange service.
- 2) Microsoft® Exchange Hosted Continuity functionality is automatically included in the Microsoft® Exchange Hosted Archive service. Therefore, you should not activate both services. Please contact your Microsoft Channel Partner for more details about the return policy.
- 3) Microsoft® Exchange Hosted Archive Extra Storage requires the Microsoft® Exchange Hosted Archive Service.

**Choose Continuation or New Service Activation**

In order to successfully complete the activation process, you will need to provide the information listed below for either continuation of an existing service or new service activation.

- For continuation of an existing service:
  - o Mail Server Domain (this may not apply)
  - o Prior Agreement Number
  - o Prior Subscription Number
- For new service:
  - o Domain Name
  - o Public Inbound IP Address(es)
  - o Public Outbound IP Address(es)
  - o Mail Server

If you already have Forefront Online Security for Exchange, would you like to use the same information to proceed with the activation process?

Yes ☐ No ☐

Sign Out

Done

Internet | Protected Mode: On

100%

Enter contact information, completing all required fields. Select '**English**' as the preferred correspondence language. Click '**Continue Activation**'.

Activate Online Service - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEF

File Edit View Favorites Tools Help

Activate Online Service

**Help**

- MVLS User Guide
- How To Use This Site
- Program Information
- Support/Feedback

**Related Sites**

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- Microsoft MapPoint Web Service
- Microsoft eOpen
- Fulfillment Guide
- MSN Encarta Premium Online Subscription
- Supporting Documents for Licensing Contracts

[Sign Out](#)

Enter Subscription Contact Details. This person will be the primary contact for any additional information or clarification required to activate the online service. (Please use Western Character Set.)

**We Only Support English**

In order to activate this service, you must enter all data in ENGLISH ONLY. We apologize for any inconvenience this may cause.

First Name \* Last Name \*

First Name Pronunciation Last Name Pronunciation

Email Address \*

Phone Number \*

Organization \*

Address Line 1 \*

Address Line 2

Address Line 3

Address Line 4

City/Town \* State/Province (\*if in US or Canada) Postal Code

Country \*

United States

Preferred Correspondence Language \*

English

Done

Internet | Protected Mode: On

100%

Select appropriate '**Mail Server**' from drop down. Populate **Domain Name** and **Public Inbound IP / Public Outbound IP**. Select '**Continue Activation**'.

Activate Online Service - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEH

Activate Online Service

Online Service Administration  
Site Administration

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Supporting Documents for Licensing Contracts

Sign Out

( \* = Required)

Enter in activation requirements. Select "Continue Activation" to Proceed.  
[We Only Support English](#)

In order to activate this service, you must enter all data in ENGLISH ONLY. We apologize for any inconvenience this may cause.

**Mail Server \*** Choose a Server

No.	Domain Name	Public Inbound IP	Public Outbound IP
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please Note:

- Company can add additional domain names and prioritized IP addresses following initial activation.
- Domains / IPs entered above will be applied / activated for ALL requested Microsoft Exchange Hosted Services.

Back Save & Return Later Continue Activation

Cancel

Done Internet | Protected Mode: On 100%



Review Screen. Click '*Edit Details*' if necessary. Select '*Activate Service*'.

Activate Online Service Review - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEF

Activate Online Service Review

Microsoft MapPoint Web Service  
Microsoft eOpen  
Fulfillment Guide  
MSN Encarta Premium Online Subscription  
Supporting Documents for Licensing Contracts

Sign Out

**Phone Number**  
55 222 2222222

**Organization**  
Microsoft Corporation

**Address Line 1**  
Av. Venezuela, 5000 El Rosal, Torre Element

**Address Line 2**  
Piso 4, Oficina 4-A,

**Address Line 3**

**Address Line 4**

**City/Town:** Caracas **State/Province:** Miranda **Postal Code:** 1060

**Country**  
Venezuela

**Correspondence Language**  
English

**Activation Requirements**

Continue Forefront Online Security for Exchange Yes [Edit Details](#)

Mail Server Domain:  [Edit Details](#)

Activate Service [View Printer Friendly Version](#)

Cancel

Internet | Protected Mode: On 100%

Activation Complete.

The screenshot shows a Windows Internet Explorer browser window displaying the Microsoft Online Service Request Confirmation page. The address bar shows the URL: <https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEH>. The page title is "Online Service Request Confirmation". The Microsoft logo is at the top left, with navigation links for Products, Downloads, Support, Search, Worldwide, and Microsoft. Below the logo, there are links for Home Page, Site Map, and Licensing Worldwide. A search bar is present. The main content area is titled "Online Service Request Confirmation" and includes a table with the following information:

Agreement Number:	Active	Agreement Start Date:	2009-07-16
Agreement Status:	Open Value	Agreement End Date:	2012-07-31
Program:			
Online Service Name:	Forefront Online Security for Exchange		

Below the table, there is a congratulatory message: "Congratulations on your decision to continue to use Forefront Online Security for Exchange. This confirms receipt of your request to continue service. All of your domains and anything you have set-up to date, has not been touched. No additional action is required by you at this time." followed by a thank you message: "Thank you for continuing to subscribe to Forefront Online Security for Exchange." and a link to "Return to Online Service Details". The left sidebar contains sections for Resources (Agreements, Request Agreement Access, Product Downloads, My Profile, Licensing Information), Administration (MSDN Subscriptions Benefits, Online Service Administration, Site Administration), Help (MVLS User Guide, How To Use This Site, Program Information, Support/Feedback), and Related Sites (Product Licensing Web, Microsoft MapPoint Web Service, Microsoft eOpen, Fulfillment Guide, MSN Encarta Premium Online Subscription, Supporting Documents for).



## Example confirmation email.

